

[Your Name/Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Date]

Internal Revenue Service
[Address of Specific IRS Office or Centralized Case Management]
[City, State, Zip Code]

RE: Letter of Representation and Request for Installment Agreement

Taxpayer Name: [Taxpayer Name]
Taxpayer TIN/SSN: [Taxpayer ID Number]
Tax Periods: [List Years/Periods, e.g., 2021, 2022]
Form Type: [e.g., Form 1040]

To Whom It May Concern:

Please be advised that this office represents the above-named taxpayer regarding their outstanding federal tax liabilities for the periods referenced above. Enclosed is a signed Form 2848, Power of Attorney and Declaration of Representative, authorizing us to act on the taxpayer's behalf.

On behalf of our client, we are formally requesting to enter into an Installment Agreement to resolve the outstanding balance. Our client is unable to pay the full liability at this time but is committed to satisfying the debt through monthly payments.

We have enclosed the following documentation for your review:

- Form 433-D (Installment Agreement) or Form 9465 (Installment Agreement Request)
- [If applicable: Form 433-A or 433-F Collection Information Statement]
- [If applicable: Proposed payment amount of \$ _____ per month]

Please direct all future correspondence and inquiries regarding this matter to my attention at the address listed above. We request that you stay any further collection actions while this request is being processed.

Thank you for your cooperation. If you require additional information, please contact me directly at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Professional Title/Designation]

Enclosures: Form 2848, [Form 9465/433-D], [Supporting Financial Documents]